



June 23, 2014

KANSAS BULLETIN NO. KS300-14-41

SUBJECT: LTP–Approved Applications of \$150,000 or More

Purpose: Provide guidance on obligating fiscal year (FY) 2014 Environmental Quality Incentives Program (EQIP) approved applications of \$150,000 or more

Expiration Date: September 30, 2015

This bulletin replaces bulletin KS300-13-50.

All EQIP approved applications of \$150,000 or more must be obligated by the regional conservationist (RC). Field offices (FOs) must complete the required questionnaire (see Attachment 1) prior to obligation. Completed questionnaires shall be forwarded to the respective assistant state conservationist for field operations (ASTC-FO) for review, concurrence, and submission to the state office (SO).

Attachment 2 is a 2014 Farm Bill Program Application Request checklist used by Oversight and Evaluation (O&E) to review these requests. RCs will reject requests with incorrect or incomplete answers. Rejected requests must be resubmitted, which lengthens the obligation time. The questionnaire and checklist are similar but both are required.

Note: Title 440, Conservation Programs Manual (CPM), Part 512, Conservation Program Contracting, Subpart J, Exhibits, has not been updated but will be used for the remainder of the fiscal year (see Attachment 1).

The O&E Checklist (Attachment 2) has been updated to reflect the correct program changes.

The ASTCs-FO shall review the applications, questionnaires, and checklists for adequacy then notify via email concurrence to the appropriate program manager. ASTCs-FO verification of reviews along with a copy of the completed questionnaires and checklists are to be submitted **at least two weeks prior to the program obligation deadline**. ASTCs-FO shall ensure peer review checklists are completed and all the necessary items have been addressed prior to forwarding questionnaires.

ASTCs-FO will be notified when obligations are received from the RC. Completed questionnaires shall be uploaded into electronic contracts (eContracts), and FOs shall print a copy of each questionnaire to be placed in the respective case file.

(more)

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Contact: Please forward questions through established channels to Xiomara Tryban, ASTC for Programs, at (785) 823-4569 or email xiomara.tryban@ks.usda.gov.

(Signed)

ERIC B. BANKS
State Conservationist

Attachments